

## May 3<sup>rd</sup>, 2023 Transition Meeting – TBP KS Gamma

---

### Roll Call:

President: Will VandenBos	President Elect: Nick Divilbiss
Vice President: Connor Flynn (absent)	Vice President Elect: Megan Vanderleest
Corresponding Secretary / Corresponding Secretary Elect: Jacob Bengel	
Recording Secretary: Alex Howard	Recording Secretary Elect: Allison Wolf
Treasurer: Nick Divilbiss	Treasurer Elect: Macie Sexten
Membership Coord.: Braden Funk (absent)	Membership Director Elect: Emily Pine
Events Coordinator: Eric Yu	Historian: Nathan Diehl
	Events Director Elect: Dalton Rizzo
	Events Coord Elect: Cory Johnson
	Media Director Elect: Grace McLeod
Advisor: Paul Snider	Awards Director Elect: Henry Bash

### Officer Introductions

1. Distribute officer guides
2. Current and future officers discuss respective positions
  - Please exchange contact information
  - Future officers need to take notes
3. Ensure everyone can access the Drive account
  - Phone numbers
  - LinkedIn accounts
  - Everyone okay with these being on Canvas?
4. Start a GroupMe
5. Determine committee structure and membership
  - See signup sheet
6. Discuss preliminary goals and plans for next year
  - Limited number of executive meetings
  - See attachment
7. Plans for the summer
  - All officers
    - Study / update your officer guides
    - Study TBP officer handbook (tbp.org)
    - Ask as many questions as needed
  - Grace and Allison
    - Develop of marketing plan
    - Create of Instagram, Facebook, LinkedIn accounts
  - Megan and Allison
    - Develop of points system
  - Nick
    - Explore of alumni banquet ideas
    - Complete box lists, and transfer stuff to University Archives

- Finalize new bylaws
- Nick and Jacob
  - Chapter Survey due June 1<sup>st</sup>
- Nathan
  - Start researching / compiling chapter history
- Dalton, Cory, and Nick
  - Determine fall social events, service events
  - Explore feasibility of Engineering Formal
- Emily Pine
  - Revise signature book template
  - Revise interview questions
  - Plan for graduate students and eminent engineers
- Henry
  - Plan for awards next year (existing and new → [tbp.org](http://tbp.org))
- Nick and Macie
  - Financial Report due June 1<sup>st</sup>
  - Discuss budget for next year, new policies, fundraising

## Tau Beta Pi Executive Meeting Agenda – August 8<sup>th</sup>, 2023

---

- Committee Operations on Teams
  - Communication via separate channels
  - Filing and tasks via general channel
- Budget
  - Annual budget by next Friday (9/1)
  - Approved expenses for all committees
  - Fundraising ideas & expectations
    - SGA, CoE, KDOT, stadium cleanups, career fairs
- Events
  - Update?
  - Looking for two more committee members
  - **Attendance sheets at all events**
    - Upload to Teams folder
  - Events schedule
    - Highway cleanup
      - Schedule highway cleanup with KDOT
      - Tell KDOT our sign at MM 314 hasn't been fixed yet
      - Buy gloves and first aid kits
      - Create map and safety speech bullet points
    - Engineering Futures?
    - KS Hill cleanup
      - Invite Brent Barcus
      - Inventory materials in DUE 0111
      - Reserve gas trimmers
      - Contact Riley County FD
  - Must enter all events in OrgCentral (PPM 8530)
  - Make a form for project reports
  - Canvas surveys
  - Need to put events into Canvas (events or assignments?)
- Initiation
  - Update?
  - Parent letters and student invitation email by next Friday (11/1)
  - Ali, Dr. Kramer, Tim Coffee, other faculty/grad students/alumni?
  - Paper invitations?
  - Order electee materials from TBP store
  - Update/create an orientation PowerPoint
    - Who will all speak at orientation? What will you share?
  - Revise the signature booklet
  - Update the faculty list
  - Room reservations & food plans
    - Orientation
      - DUR 1073 (Paslay auditorium, cookies)
    - Personal interviews
      - LB 0002 (Basement atrium, no food)

- Signature social
    - LB 0002 (Basement atrium, 6 cocktail tables, one 8' table, pizza)
  - Initiation on 11/28/2023 in Union (Dalton)
- Publicity
  - Update?
  - Promote social media accounts
  - Develop presentation for Activities Fair, ESC fall org fair, & Open House
  - Present to orientation classes?
  - Present to Engineering Ambassadors
  - Brochures?
  - Bent relocation
- 50-yr Celebration
  - Current status & possibilities
  - Major event for entire college
- Officer Guides
  - Please track your activities this semester & update/create your officer guide
- TBP National Reports
  - Eligibility report & fall information update by 9/15 (Jacob)
  - Election report by 10/20 (Jacob)
  - **Initiate Catalog cards by 10/20** (Emily)
  - Final action report & roll book signatures by 12/12 (Jacob)
- Points System
  - Update from Megan & Allison
- Spring 2023 initiation materials
  - Allison or Jacob to sign certificates
  - Please collect your items
  - Nick to mail or hand-deliver items to graduates
- Awards
  - Present Eleanor with Underclassman of the Year award (Henry)
  - Send a photo of her receiving the award to Grace
  - Need a short biography on Eleanor for Canvas and social media posts
  - Reminder for fellowship applications
  - New award for the fall semester?
- Treasurer
  - Treasurer's reports
  - 990N filing by 10/15
  - Meeting with Chassy
- Chapter History
  - Update from Nathan
  - Box lists & donation to Special Collections
- National Convention
  - Nick & Dalton to attend from 10/11–10/15

## **Agenda/Minutes Approved**

### **COMMITTEE REPORTS:**

#### Events (Dalton):

- Send outlook meetings for events for people to accept/decline

#### B&B:

- Difficulties with their organization – continue to next year/annually, maybe in the Spring

#### Futures:

- wants list of attendees and picture in front of wildcat – Engineering futures advisor
- invoice sent – haven't heard back

#### Bent decoration:

- decorated for Halloween, money allocated in budget for decorations, decorate two times in the next two months: 1 for Christmas (1 Sunday of December) and one for November (harvest theme-first Sunday of November)

#### Wabash Alley:

- barren – maybe change time, send survey out to ask what time works best for everyone
- managers in disorder, they overlap reservations
- keep doing for rest of semester, may come up with other weekly socials like board game nights

#### Surveys:

- community service – 15 : community garden – can buy dirt to plant, zoo, Flint Hills breadbasket plant to donate, state park
- recreational: weeknight board games, hiking – Konza prairie trail, kickball
- fundraising – 25: Spring career fair, selling baked goods for Pi day, cleanup after basketball games
- Post survey ESC volleyball tournament in late November
  - show others that we do exist haha
  - Need 6 people & reserves for the team

#### Project Reports:

- running behind, about to put in the TBP website

#### Budgetary (Macie):

- bought gloves
- no issues with budget
- pushback from accounting for social events because poorly attended
  - College is having a hard time approving
  - Dalton: everyone pay for themselves until there is a larger turnout
- IRS form due in 10 days – plan to get done today or tomorrow
- Treasurer's report coming soon to officers

-990-N needs to be printed and sent to nationals

## **NO DISCUSSION FROM THE FLOOR**

### **OLD BUSINESS:**

- Points system: nobody knows about it right now – implement it next year
  - Mock up being sent out – future people can add on/take off it
  - Finalized point system by end of semester
- Fill out a form to sign into events instead of commenting on an assignment

Moving the bent:

- not getting moved anywhere nice on first floor, maybe in basement by design suite

### **NEW BUSINESS:**

Revision to and discussion of goals, purpose, and expectations:

- building a community increase member involvement
- Having times when students can work on homework together
- Take document home and everyone revise goals and talk about next meeting

Events, committee, structure, involvement:

- Involve general members in events committee

Officer's weekly availabilities

- Thursdays 12:00 pm

Frequency of Executive Meetings

- Once every 2 weeks, find a new time in the evening if needed

Communication of events surrounding initiation process

- Have exec tagged on emails

Adopt-a-highway

- Need to take pictures of trash bags for stipend request, before and after pictures
- Gloves came in
- Getting vests/paper Friday morning
- Make map for cleanup – divide 2 mile stretch into sections to send officers with groups of members
- Bring banner for pictures
- Dominos for food
- Tell people to bring water, buy more water for members

Signature book social

- Wednesday 10/18, downstairs atrium

KS Hill cleanup

- Scheduled 11/4 – district 9 member coming, want lots of people there

Initiation Reservation

- Reservation made for Union, waiting to send how many tables we need
- In November decide roles for initiation

**COMMUNICATION:**

- National convention coming up – Nick and Dalton
- Stipend request – need total # bags for highway cleanup and before/after pictures
- Election report/ catalog cards – strict due date

**ADJOURNMENT**

## TBP Executive Meeting Minutes, October 26<sup>th</sup>, Week 10, Fall 2023

Call to order : 7:00 pm

### Committee reports:

- Budgetary
- Events
  - nationals up to date with what we've been doing
  - 5 for volleyball – need 6 so no longer 😞
- Initiation
  - Election report done
  - Reminder email for catalog cards sent out after meeting
- Publicity
  - Same old

### Discussion from the floor

- none 😞

### Old business

- F22 and S23 certificates
  - Passed out 6 or 7 – return at banquet
- Eleanor Braynock's award information
  - On canvas
- Updates to canvas scholarship page
  - New flyer for fellowships
  - Add 2023-2024 recipients bios
    - not done yet
- Points system update
  - working on it, sending out message to members sometime in November
- Chapter history report
  - interviewed all past advisors, talked to Riley County about tree project at landfill, waiting for them and KDHE on more statistics on that project
- moving the bent



- signature book social, food, communication
- went well, have 7 candidates for initiation

#### New business

- F23 executive meetings – 7:00 pm, DUF 1108, Nov 2, 16, 30
- Revisions to goals, purpose, expectations
  - build community
    - increase member involvement – points system, events
  - establish strong brand – done
  - market to underclassmen – present to orientations, start next semester
  - establish physical presence in college – leftover pi day
  - create FB, Instagram, LinkedIn – all good but FB 😞
  - officer guides
  - history of chapter – nathan killing it
  - District 9 conference – st. Louis, everyone going
  - no more 50<sup>th</sup> anniversary 😞
- KS Hill cleanup, food, communication, banner, D9, rentals
  - rentals reserved
  - dominos 😊
  - don't forget to bring banner
- Initiation
  - reservations – made
  - certificates – soon enough
  - district directors at KS Hill and initiation
  - initiation roles
    - offer roles to members? –
      - Allison, Grace, Dalton, Emily, Henry, Nick – speaking
      - Megan - lights
  - have secured banquet speakers – Ramero and Barcus

- Executive meeting adjournment procedure
  - close out meeting with fundamental principles of ethics – motion next meeting
- ESC volleyball tournament team
  - Gone 😞
- National Convention
  - Culture
    - don't slander Greek life
    - create your own bent event
    - regalia based on point system
    - instead of one meeting a semester with 2 people, maybe send out newsletter
  - Tricia Gomulinski: nearby alumni & potential advisor
    - to get more advisors
  - joint events with KU? Ew
  - having efficient meetings where people can ask questions and get answers in a timely manner
  - Successful events
    - FE exam preparation – get involvement from regular students and faculty members
  - K12 Mindset Program
    - going to students and encouraging engineering
  - Major positions expressed by KS Gamma
    - Nick spoke at the convention on the poor state of website and the brochures and posters/nationals as a whole – good feedback!
    - Poster/brochure design competition to fix the horrible posters – motioned passed contingent on ability to give out scholarships
  - Politics
    - Ramero is not happy about our administration's positions
  - Chapter standards
    - look at active vs inactive membership – look at points

-TBProm

- entire college of engineering/other colleges
- maybe free maybe not
- all hands-on deck to make it fun – all members
- April, maybe in ballroom
- motion made to have a prom in early April – motioned passed

-KU Homecoming prank?

- either this week or when we play them, deck their bent out in kstate stuff and post selfies and tag them
- motion to meet in Lawrence the Friday before the game (17<sup>th</sup>) – motioned passed

-Developing org fair display

- Open house in March, need to work on display beforehand
- Megan working on this – work with Nathan to get pictures

Communications

- District 9 conference date – Feb 24<sup>th</sup> or March 2<sup>nd</sup>
  - Motioned passed for Feb 24<sup>th</sup> so we can celebrate fake patties day
- Election report done!
- Requests for catalog cards sent to members
- California Chi
  - officer check lists
    - over winter break update checklists
  - have 12 information sessions instead of 1
  - stringent initiation requirements
    - make them do 4 events and meet officers for coffee

Adjourned at 8:06 pm

## **Tau Beta Pi – Kansas Gamma Chapter, 11/2/2023 Executive Meeting Minutes**

7:03 call to order

Megan moves to approve the agenda and the minutes

Dalton seconds both

motions passed unanimously

Events/Dalton report: Bent decoration on Sunday, maybe dress bent like a Turkey

Initiation/Emily report: Catalog card email done; reminder email sent about clean up

Publicity/Grace: Manhattan Mercury coming to KS hill

### **Old business:**

Still trying to reach people to hand out bent and certificate

Updates to Canvas page has not happened yet

New flyer for fellowships

Add scholarship recipients still

Point system update

Send out an initial announcement before the break

Just do the cords for regalia?

Hard requirement: vote for ratification as a minimum for regalia

Person with the most points gets an award

To decide (Megan): how many events before you can buy a cord?

### **Chapter History Report**

Interviewed all advisors who responded to emails

In contact with retired country worker and current county worker for tree planting project

In contact with member who was here when the Sigma Tau merger happened

Moving the bent

No update

Nick to contact Dean O'Keefe

Decorating KS Bent

Dalton looks at supplies while looking for bent decorating

## **New Business:**

KS Hill on Saturday

Nick picking up rentals Saturday morning

Dalton helping move supplies before event

Manhattan Mercury will be there

RCFD will be there at 2:30 with water

Initiation

Nick putting out When To Meet for rehearsal

Probably the day before

Electee Materials are here

Catalog cards and certificates ordered

Nick sending out an email to see how many people are coming for catering numbers

Poster competition

We can give out money for this

Show members the horrible posters on national website

Tell them to keep the information and make them not look so ugly that I throw up when I see them

Prizes: \$150 for first, \$100 for second, \$50 for third

They would be making posters for the national organization

Henry will head up; figure out a plan in the next two weeks

Spring 2024 Engineering Prom

Have to be out of ballroom by 9

Do formal from 6-8 pm

Full ballroom is \$140

Decision to call if Engineering Formal hosted by Tau Beta Pi

Dalton motions to have it on March 29th

Megan seconds

Voted on unanimously

Dalton plans to reserve 5-9

\$1500 slated for the dance

Macie to submit budget request by the 15<sup>th</sup>

Have snacks and not a meal

If the food is closed and sealed until they eat, then we can supply

Food and drink open to the air must be catered

We must submit a food plan for the event to be passed by a sanitarian

Hy-Vee as a potential caterer

Provide canned drinks

Maybe have Megan make her punch

Adjournment procedure

Dalton reads code of ethics

Read every week

Whoever did it last time cannot do it the next time

Could print it on the back of the meeting agendas

Dalton makes a motion to read the fundamental principles of Engineering at the close of every executive meeting

Henry seconded the motion

Motion passes

Developing org fair and open house displays

Not really needed until March

Megan will take charge of this

Create a trifold that has history, benefits, pictures, etc.

Put some national information on there as well

Potentially Jenga at open house

Megan talks to Nathan in the next two weeks about history ideas

Theme for open house is the magic of engineering

Alumni

Trisha from nationals sent a list of all the faculty and local alumni

Nick will send list- officers look for potential advisor candidates

## Communications

ESC all-council meeting

Next Tuesday

California Chi Chapter

Similar in eligibility but a wayyyy higher conversion rate

They have very active advisors

Digestible how-to's for the officers

Officer checklist

Coming up on elections, do not market your positions are easy

They have 12 information sessions per semesters

6 days in a row, 2 sessions a day

They do officers every semester, but main positions once a year

Create a generic "officer" position to help get freshly initiated members involved

Consider names for officer position and vote on it next time

Dalton makes a motion to call newly elected positions representatives

Crickets fill the room

Megan makes a motion to call them officers

This one passes

Decision to hold elections 11/30

Adjournment 8:08

Henry reads the fundamental principles of Engineering

Megan motion to adjourn

## Tau Beta Pi – Kansas Gamma Chapter, 11/16/2023 Executive Meeting Minutes

### Committee Reports

- Budgetary
  - October 25<sup>th</sup>, \$2500 in foundation account and \$6200 in the DSO account
  - Coming up: send dues to nationals and order catering
  - November 15<sup>th</sup>, Submitted budget request for \$3000
  - Got a bid from a DJ
- Event Report
  - Engineering Formal:
    - Grand ballroom is tentatively reserved for March 29
    - There are KSU & Union policies laid out in Events and Programs folder
    - Must have pre-planning meeting with campus police
  - All project reports for events are submitted
  - Engineering Without Borders want to collab for Pie your professor fundraising event
    - There may be tabling for that
    - Dalton: Explore this idea further
  - For the initiation banquet: reservation is locked in and ECE department head will be there
    - Nick: See if Gruenbacher would like to speak at the banquet
- Publicity Report
  - No updates
- Initiation Report
  - Tuesday right after break

No discussion from the floor

### Old Business

- Certificates and pins no updates
- Points proposal
  - Four different classifications of members
  - Discussions/Ideas
    - Shrink down extra prizes
    - Three tiers of membership: Inactive, operational,
    - Alternative option to KS Hill
    - How does this work for newly initiated members?
      - New members will be active by default when initiated
    - Track this stuff on Canvas
    - Would need more fundraising events to require them. May define an important event category and include them there.
    - Strike socials as an explicit requirement
    - For active members: One community service and 2 other events
- Nick: Set up virtual component to make meetings more accessible to advisors



- As we grow, start being more selective on candidates, so members are active?
- Move info session to smaller room and have more info sessions
- Nick: Ask Andy Fund if he'll send out the initial invitation emails so we appear as a legitimate organization

#### New Business

- KU bent decorating tomorrow... get pumped
- Nick: Put out poll for initiation parts
- Certificates coming in soon
- Poster competition work in progress
  - Henry: Present plans at next exec meeting in two weeks
- Canvas poll got fourteen responses yay. Thanks Andy!
- New posters and brochures posted by nationals, wow
- Fall officer elections- one new candidate interested. Will host them during exec meeting on 11/30.
- Potential advisors
  - Steve Austin wants to be virtual advisor- may not be very useful because is not local and cannot advise on college things
  - Katie Lilly, KSU CE 2011, as potential future advisor, in Junction City and would come to biweekly meetings
    - Nick: Follow up phone call with Katie next week

#### Communications

- ESC town hall meeting coming up
- Nick & Dalton: Chapter improvement plan will be sent out; we need to send to nationals by 12/1
- D9 conference ideas
  - Gateway Arch, Ranch Restaurant,
- Nick: Bent-O-Rama; nationals wants a picture of the pyramid and the bent for an interactive map
- Grace: Instagram collaboration post with nationals
- TBP Fundamental Principles were read by Macie
- Meeting adjourned 8:01 (oh no late!)

7:03 pm, November 30th, 2023 DUF 1108, (Leadership Room)

## AGENDA

- I. CALL TO ORDER / ROLL CALL
  - Attendance sheet
- II. AGENDA APPROVAL
  - Approved!
- III. MINUTES APPROVAL
  - Approved!
- IV. COMMITTEE REPORTS (2 minutes per speaker)
  - a. Budgetary ()
    - \$6428 in DSO and \$1834 in foundation
  - b. Events (Dalton)
    - CSI mentioned event for week of welcome – print and digital campaign
    - January 16-20, online form by December 8 (print) & January 5 (digital)
    - Probably just digital
  - c. Initiation (Nick)
    - Initiation went well – all candidates showed up!
    - All reports submitted to nationals
  - d. Publicity (Grace)
    - Posted on Instagram
    - LinkedIn to connect with alumni
- V. DISCUSSION FROM THE FLOOR (5 minutes per)
  - Nick let no one talk
- VI. FALL OFFICER ELECTIONS
  - a. Katie Lilly (KS G 2011) for alumnus advisor (12/1/2023 – 12/1/2027)
    - KDOT in Junction City
    - Nick nominated her – elected unanimously
  - b. Rogers, Velasquez, Thimmesch, Byrd, Culbertson for Officer
    - Dalton nominated and all were elected in a block vote
  - c. Notes about future elections: Canvas, headshots, surveys
- VII. OLD BUSINESS
  - a. F22 & S23 certificates & pins 5 more down! Will knock more off at ESC town hall
    - Tracking down people right now
  - b. Updates to Canvas
    - i. New members added; Chapter roll updated; Merch link added
  - c. Points/Regalia system
    - i. Review Canvas Beta system
      - Grading scheme in canvas, based out of 100% and grade is based on participation
      - Grade runs through entire time being in chapter
      - If assignment is added before you are added into canvas, they don't get a grade

- Nick sending out email to vote on weight of assignments – create priority list based on goals of chapter
- Maybe extra credit for attending exec meetings
- ii. Vote to restrict regalia
  - Moted and approved
- iii. Vote to order regalia (x30 cords = \$420)
  - Moted to order 20 cords, approved
- iv. Who will have Canvas teacher roles (need to track officers)
  - Restrict teacher roles so officers can track involvement
  - President, vice president, and committee chairs as teachers
  - Adding in grades to VP
- v. What are officer requirements?
  - Same as members
- vi. Who gets stoles?
  - Officers or past officers available for purchase
- d. Chapter history report; update?
  - Nope
- e. Moving the Bent
  - No update
- f. Developing org fair & open house displays: ‘Magic of Engineering’
  - i. University org fair January 18<sup>th</sup>, 1/18
    - Tri-fold with pictures and lure them with candy. Dalton and Nick will work on this over break

## VIII. NEW BUSINESS

- a. Poster competition
  - i. Update from Henry
    - Later in the semester so students get the money after their refunds
    - Only officer votes – average & anonymous
    - Scholarship prize – 1<sup>st</sup>=\$150, 2<sup>nd</sup>=\$100, 3<sup>rd</sup>=\$50
    - Motion to grant prizes-approved
- b. S24 Engineering Formal 3/29
  - Start marketing at the beginning of semester
  - Get theme from members
  - i. Budget request submitted
    - \$3,000
  - ii. Requesting SGA funding
    - Nick and Dalton to submit this week
  - iii. Accept DJ bid?
    - \$325 for 2 hours
    - IS DJ worldwide
    - Motion to approve, approved
  - iv. History of Kansas Gamma Slideshow?
  - v. Form a committee?
    - Yes, Dalton is co-chair, Emily is chair, all others present will be members
- c. December Bent Decoration 12/3
  - This Sunday decorating bent at 2:00 pm

- d. Sigma Tau Pyramid Cleanup Project
  - i. Nick is meeting with Eric Figge on Monday to discuss
  - ii. Thanks to Bent-O-Rama for helping persuade the College

IX. COMMUNICATIONS

- a. Andy is checking on availability of conference rooms after hours
  - For exec meetings, maybe at the Union, maybe team collaboration rooms
- b. Final Action Report, Roll Book Signatures, Initiation Dues (SUBMITTED) 12/12
- c. ESC Town Hall Meeting 12/4
  - Nick and Dalton going – submit concerns if needed
- d. Chapter Improvement Plan 12/8
- e. Instagram collaboration with nationals
  - Grace made the post, waiting to be accepted
- f. Advised Tricia Gomulinski of bad email addresses for local alumni
- g. Attending UMKC initiation on Friday
  - i. Will bother both KU and UMKC about Bent-O-Rama
    - Allison will bother her sister

X. TBP FUNDAMENTAL PRINCIPLES

- a. Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - i. using their knowledge and skill for the enhancement of human welfare
  - ii. being honest and impartial, and serving with fidelity the public, their employers and clients
  - iii. striving to increase the competence and prestige of the engineering profession
  - iv. supporting the professional and technical societies of their disciplines.

XI. ADJOURNMENT

-8:10 pm



Tau Beta Pi Engineering Honor Society – Kansas Gamma Chapter  
Spring 2024, Week 1 Executive Meeting  
4:00 pm, January 18<sup>th</sup>, 2024  
DUF 1108, (Leadership Room)

AGENDA

- I. CALL TO ORDER / ROLL CALL  
4:00 pm
- II. AGENDA APPROVAL  
Motion to approve agenda from last meeting by Dalton, Michael seconds, unanimous movement
- III. MINUTES APPROVAL  
Motion to approve minutes from last meeting by Corbin, Ben seconds, unanimous movement
- IV. COMMITTEE REPORTS (2 minutes per speaker)
  - Pine & Rizzo: Progress report on engineering formal
  - Publicity, Events, ~~Budgetary~~
- V. DISCUSSION FROM THE FLOOR (5 minutes per)  
No discussion from the floor
- VI. OLD BUSINESS
  - F22 & S23 certificates & pins ☐ Done pursuing this
  - Moving the Bent ☐ ~~Not anymore~~ ☐ New ideas - Raising bent off the ground
  - Points system
    - i. Implemented on Tuesday; Canvas & email announcement made
    - ii. New page on Canvas provides explanation
    - iii. Refer any concerns to Divilbiss
    - iv. Wolf to process attendance data
    - v. Need to finish creating Canvas assignments
  - Poster competition: Need dates and requirements by week 2 meeting
  - Chapter history research update: HQ, Hale Library  
Nick - Have catalog cards from relevant chapters – need processing
  - Developing org fair & open house displays: ‘Magic of Engineering’
    - i. University org fair January 18<sup>th</sup> (Tonight!) 1/18
  - ☐ Sigma Tau Pyramid Cleanup Project
    - i. Need to find purple masonry pigment – may use grey
- VII. NEW BUSINESS
  - New meeting location – Rathbone 1061
  - Vote on spring 2024 semester schedule  
Motion to approve the Spring 2024 schedule by Dalton, Brandon second, unanimous approval
  - Sexten has resigned: IN NEED OF TREASURER ☐ Orientation sessions: Who, when and where? – Durland 1061 for Information Meetings
  - Byrd has resigned
  - Parent letters & student emails by end of week 1 – Dalton, Allison, Michael folding 1/20
  - Spring 2024 Initiation timeline – evals not in person anymore, due at signature social  
-Grading signature books and evaluations after week 7, pass/fail basis  
-Elections posted on Canvas, chapter votes
  - Underclassman of the Year Award: Need schedule by end of week 1 – Review next meeting
  - Officer activity logs & responsibilities spreadsheet

- Ideas for restructuring the Executive Board & Committees – [Review next meeting](#)

## VIII. COMMUNICATIONS

- Eligibility Report: Lists received; Bengel is on it

2/27

- Leanne Reineman, Engineering Ambassadors
- Bent-O-Rama: D9 & KS-G Winter '23 Bentspedition
- Mark, the Paper Fixer

## IX. TBP FUNDAMENTAL PRINCIPLES - [Michael](#)

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - i. using their knowledge and skill for the enhancement of human welfare;
  - ii. being honest and impartial, and serving with fidelity the public, their employers and clients;
  - iii. striving to increase the competence and prestige of the engineering profession; and iv. supporting the professional and technical societies of their disciplines.

## X. ADJOURNMENT

Ben moved to adjourn meeting, Michael seconds, unanimous movement



Tau Beta Pi Engineering Honor Society – Kansas Gamma Chapter  
Spring 2024, Week 2 Executive Meeting  
4:00 pm, January 25<sup>th</sup>, 2024  
DUR 1061

MINUTES

**I. CALL TO ORDER / ROLL CALL – @ 16:01**

- **Attendance:** Nick Divilbiss, Ben Rogers, Keith Hancock, Andy Fund, Michael Velasquez, Dalton Rizzo, Joseph Fortino, Brandon Thimmesch, Billy Imig, Paul Snider, Matthew Culbertson, Mason Ericson, Allison Wolf, Cory Johnson. *2024-01-25 Week 2 Board Meeting.*

**II. AGENDA APPROVAL – B. Rogers motioned, M. Velasquez seconded, unanimous approval.**

**III. MINUTES APPROVAL – M. Velasquez motioned, B. Rogers seconded, unanimous approval.**

**IV. COMMITTEE REPORTS (2 minutes per speaker)**

- Engineering Formal: Committee has meeting with SGA to discuss event purpose on Sunday, 01/28, @ 19:10. Committee will have weekly meetings on Tuesdays @ 19:00.
- Publicity: 129 followers on Instagram.
- Events: AAH dates, March 24<sup>th</sup> & February 18<sup>th</sup>, confirmed with KDoT.
- Budgetary: Committee doesn't exist currently.

**V. DISCUSSION FROM THE FLOOR (5 minutes per)**

- Engineering Student Council: ESC sent K. Hancock as a representative. ESC has shifted their focus away from attempting to host a spring dance, leaving us to lead that event, and onto the idea of a “carnival-like” to be held during E-Week. Hancock asked how ESC may be able to aide KS-Gamma with the Engineering Formal. We requested manpower. Hancock further added that they would be willing to help fund the event, to which declined until further reconsideration of our estimated expenses. We agreed that if we need help, than we will reach out. Hancock talked about how they want to plan E-Week to be “capped off” with the Engineering Formal. We proclaimed that we've selected March 29<sup>th</sup> as the date for the formal and that moving the event to another date would be extremely difficult since we've set up our game-plan progress carefully up till that date. Financial aid was brought up again as Hancock asked what the upper limit of a funding request from us would be, to which we responded that we'd need time to consider our budget. Divilbiss moved the topic onto one that concerns most engineering organizations, which is the lack of exposure, most notably the absence of a display case or anywhere where organizations that are under the Dean's office can promote themselves. Divilbiss asked Hancock to commit to exploring options, to which Hancock declared he would investigate and hold begin discussions within ESC.
- Other Discussion: M. Ericson mentioned an area inside the CoE Where there is only a couple tables and a few TV screens and it would fit a display case for the organizations mentioned while also be in excellent view of visitors and students alike.

**VI. OLD BUSINESS**

- Raising the Bent: There isn't an update and Eric Figge is currently on leave.
- Points system update: For members, there are currently; 24 inactive, 19 active, and 9 outstanding. Overall, there is an average of 35.6% for status and 100% completion on surveys.
- Parent Letters: B. Thimmesch believes the letters are nice, professional, and inviting. The letters this semester included a brochure (which features scholarship information that'll incentivize parents to motivate their child.), society information, and an orientation schedule.
- Orientation sessions: Velasquez, D. Rizzo, Rogers, C. Johnson, and A. Wolf all volunteered to assist in at least one orientation session. The aim is to make the sessions more personal going forward by using a smaller room and hosting a dozen sessions over a week so that more people can attend and the groups will be smaller.
- Poster competition: There is consideration for presenting the winners at the Initiation Banquet.

- Underclassman of the Year Award: Feb. 2<sup>nd</sup> is when applications are due. The nominations will be received then the officer board will vote on the recipient of the award.
- Chapter history research update: Historian Nathan Diehl & Divilbiss will meet with ex-Professor E.R. Fowler at 5pm on the coming Sunday, 01/28. He was the Chief Advisor of KS-G in the past. KS-G Catalog cards will be uploaded. There are 45,000 that belong to Sigma Tau members that were a part of the KS-Epsilon chapter. 700 of the 45,000 have been analyzed. Information on the purchasing of the TBP Bent that is currently on display in the CoE has been found, as well as information of the installation of the chapter. Apparently there has been unapproved initiation have happened in the past. There is currently a quest to find a past roll-book that was lost in the early 2000s.
- Developing open house display: 'Magic of Engineering', 04/06: There was a call for someone to take charge on setting up a display and possible game/activity that was heard, but not acted upon. B. Imig suggestion that we use our Bent as a sort of Cornhole game where children can throw bean bags through it.
- Sigma Tau Pyramid Cleanup Project: We will acquire a key to the spigot near the Sigma Tau Pyramid so we can power wash the dirt and rust off in preparation for whitewashing. The whitewashing could possibly be a open house activity where all Tau Beta Pi members from the campus and community get to lend a hand for a quick brushstroke and "make their mark".
- Officer activity logs & responsibilities spreadsheet: Officers were reminded to keep their time log.

## **VII. NEW BUSINESS**

- Special election for Treasurer: Velasquez volunteered to be Treasurer for remainder of semester. Rogers made a motion to hold the special election electronically over the next week, then Imig seconded the motion and there was a unanimous vote in that passed the motion.
- District 9, 02/24: A strong idea of attendance from KS-G is necessary by the next board meeting. Officers will be considered first then general members. Reservation of transportation will happen soon out of necessity. The D9 leadership will be consulted about funding of the expenditure.
- Engineering Futures, 04/13: C. Johnson will lead the organizing of this event. Rizzo sent a request to the national association and awaits a response, after which he will turn over the event.
- Initiation reservations: Rizzo will contact the K-State Student Union to reserve the Flint Hills room.
- Ideas for restructuring for Executive Board & Committees: There are 14 elected and titled positions. This results in difficulty when scheduling the board meetings. Divilbiss and Rizzo brainstormed and drafted a new system where there exists the five required officers (as per the constitution; President, Vice President, Treasurer, Recording Secretary, & Corresponding Secretary) and three Directors ( Membership, Event & Program, Publicity). The Directors lead their corresponding committee and "hire" members into the committee to help accomplish tasks that Director is solely responsible for. This aim of this system is to create accountability and minimize the elected positions without diminishing the opportunity for general members to take on responsibilities and help with chapter operations. Velasquez and Ericson talked of "OrgChart" that could help general members visualize the proposed system.
- 50<sup>th</sup> Anniversary this Saturday! @ approximately 15:00. There will be celebratory posts on Canvas and Instagram as well as a feature in the enggthisweek newsletter.
- Engineering Exposition, 02/12-02/15: Not many slots open for those willing to help operate the exposition in return for funding for the chapter. Officers have filled in many slots.

## **VIII. COMMUNICATIONS**

- Jackson Huffman, 02/25; members recognize this student and believe that he is indeed a candidate that missed his initiation ceremony due to it being postponed. Huffman has completed his signature book and community service and therefore will be initiated this semester.
- CoE approved budget request for \$3,000 to be used for the Engineering Formal.
- Eligibility Report, 02/27: Corresponding Secretary Jacob Bengel should complete the report by end of week. A few faculty members have already been nominated for consideration as eminent



engineers of Tau Beta Pi. Wolf then nominated Professor Ryan Hansen, for whom she will write an official nomination to be also considered.

- Leanne Reineman, Engineering Ambassadors: We asked for a reintroduction since the chapter is currently experiencing change, but Reineman stated it was not necessary since past President William Vandenbos gave a summary when he was in office.
- Bent-O-Rama: (I forgot to take notes on this)
- Mark, the Paper Fixer: Divilbiss will be meeting with Mark Stevenson, a Conservator at the Nelson-Atkins Art Museum, to discuss the possibility of whitening and restoring our chapter charter documents. Mark will only be evaluating the documents. Per document, it may be \$300 to \$400 for restoration. The question was asked into the air, "how do we fund this?".
- Further Discussion: P. Snider mentioned that information about and celebrating the chapter's 50<sup>th</sup> anniversary would be worth including in the open house display. He also mentioned that if we offer M. Stevenson public acknowledgement for restoring the charter documents, then Stevenson may be willing to offer his service at a discount or for free out of kindness. Imig mentioned that if we set up our display near the Sigma Tau Pyramid, then including historical artifacts, including the documents and old photos, would help foster posterity.

**IX. TBP FUNDAMENTAL PRINCIPLES – Read by Ben Rogers**

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - i. using their knowledge and skill for the enhancement of human welfare;
  - ii. being honest and impartial, and serving with fidelity the public, their employers and clients;
  - iii. striving to increase the competence and prestige of the engineering profession; and
  - iv. supporting the professional and technical societies of their disciplines.

**X. ADJOURNMENT - @16:59, Velasquez motioned, Rogers seconded.**

Tau Beta Pi Engineering Honor Society – Kansas Gamma Chapter Spring 2024, Week 4  
Executive Meeting 4:00 pm, February 8th, 2024 DUR 1061

AGENDA

- I. CALL TO ORDER / ROLL CALL (sign attendance sheet) - @ 16:00
  - Attendance: Brandon Thimmesch, Allison Wolf, Grace McLead, Billy Imig, Ben Rogers, Emily Pine, Cory Johnson, Michael Velasquez, Nick Divilbiss, Dalton Rizzo
- II. AGENDA APPROVAL - M. Johnson motioned, M. Velasquez second, unanimous approval.
- III. MINUTES APPROVAL – E. Pine motioned, B. Rogers second, unanimous approval.
- IV. COMMITTEE REPORTS (2 minutes per speaker)
  - Formal - Pine & Rizzo: Progress report on engineering formal
  - Publicity (senior experience day, posts, follower count, new ideas, etc.), Events, Budgetary – Signature social coming up, Grace tabled, Nick posted on Instagram
- V. DISCUSSION FROM THE FLOOR (5 minutes per) - None
- VI. OLD BUSINESS
  - Chapter monuments
    - i. Pyramid: Nick - not whitewashing anymore; will be cleaned, painted, and landscaped. New bronze information plate will be made.
    - ii. Bent: Nick - Base will be made of metal with rubber bottom – 15 inches taller than it is now.
  - Points system – Nick -Wrong update from 01/25 meeting, there is not 100% survey completion, 48% average active membership.
  - Initiation reservations solidified
  - Engineering Futures – No discussion
  - Poster competition – Henry has made a set of requirements for posters, Nick sending schedule out soon for competition.
  - Underclassman of the Year Award – Received 7 nominations, will vote on 2/22 and will be awarded at banquet ceremony
  - District 9 conference
    - i. Headcount, motor pool, deadline – 3 general members, 3 officers
      1. D. Rizzo motioned to dedicate funds for 10 passenger van, M. Velasquez second, unanimous approval.
  - Discussion / action on Open House display
    - i. 50th anniversary, cornhole Bents, etc.
      1. 4/6 – Allison and Billy to obtain and paint cornhole by Spring Break, Billy to find out about 3-D printing fig-its for children
  - Ideas for restructuring the Executive Board & Committees – Tabled until 2/22
    - i. Org chart
  - Officer activity logs & responsibilities spreadsheet – Template posted on teams
- VII. NEW BUSINESS
  - Michael Velasquez is now Treasurer
    - i. Need to update Canvas, OrgCentral, TBP

1. Dalton updating canvas, Nick updating nationals
- Discussion / action on signature social arrangements
    - i. 2/28 at 6:00 pm
    - ii. D. Rizzo motioned to have social at the Union on 2/28 at 6:00 pm, B. Rogers second, unanimous approval.
    - iii. Dalton to reserve a room at the Union by 2/14, sending out poll for voting ASAP
  - Discussion on throwback social media posts – None
  - Estimate / timeline for charter refurbishment
    - i. \$350 dollars for both now
    - ii. Nick will bring charter 2/22
    - iii. Will vote next meeting on sending the charter, if approved it will be send out mid-march and finished by end of April
  - Spring 2024 Orientation week – 5 faculty accepted right now
  - Chapter Excellence Awards – No discussion

#### VIII. COMMUNICATIONS

- Eligibility Report: Undergrads done
  - i. Nick - waiting for grading, will be processed for eminent engineers by 2/28
- Officer Signatures Report – No discussion
- ESC: Update from President Woodsmall
  - i. No display case as of now
  - ii. Members to reach out to members of other organizations about petitioning for discussion 2/22
- Bent-O-Rama: Paul Kimpull is waiting to hear from Curt – No discussion

#### IX. TBP FUNDAMENTAL PRINCIPLES (Ben Rogers read them last time)

M. Velasquez read for this meeting.

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - i. using their knowledge and skill for the enhancement of human welfare;
  - ii. being honest and impartial, and serving with fidelity the public, their employers and clients;
  - iii. striving to increase the competence and prestige of the engineering profession; and
  - iv. supporting the professional and technical societies of their disciplines.

#### X. ADJOURNMENT @ 16:59

M. Velasquez motioned, B. Rogers second, unanimous approval.



## AGENDA

- I. **CALL TO ORDER / ROLL CALL @ 16:02**
- II. **AGENDA APPROVAL** – M. Velasquez moved, B. Rogers seconded, unanimously passed.
- III. **MINUTES APPROVAL** – B. Thimmesch moved, M. Velasquez seconded, unanimously passed.
- IV. **REPORTS** (2 minutes per speaker)
  - Awards: Poster Competition has been announced and posted. UCoY will be voted on. The *Most Outstanding Member* award will go to the member with the highest course grade in Canvas.
  - Events: P. Snider will be co-facilitating this semester's session of EF. We await word from Headquarters on who will be coming as our facilitator. AAH was successful; the equipment was returned and the stipend request was submitted along with photos. One idea we have received via survey for bent decoration was the displaying of famous women in TBP as part of Women's History Month.
  - Formal: The officers were informed that set up for the formal and labor during the formal will be required. Officers were made aware of a job list with (36) 30-minutes shifts in total.
  - History: N. Divilbiss has been reading through old correspondence from our Sigma Tau chapter.
  - Initiation: The room for our signature social has been reserved for Monday the 26<sup>th</sup> from 6:00 pm – 8:00 pm, and the WVU v KSU game will be streamed.
  - Monuments: \$750 to \$1200 for the steel required to raise our bent off the floor, so other options will be explored. WY-A has a new pyramid shaped base underneath their bent.
  - Open House: Billy has found a few options for cornhole boards and will discuss purchasing one with Treasurer Velasquez. He also has drawings for fidgeters for children to get during open house.
  - Pts. System: 30.8% is the average course grade.
  - Publicity: Throwback Thursdays scheduled for Instagram posting. New wave of followers (~10).
  - Recruiting: After 12 orientation sessions, we have 31 candidates and 9 eminent engineers.
  - Treasury: Monthly account statements have been disrupted by IT problems. See treasurer's report for an update on available funds.
- V. **DISCUSSION FROM THE FLOOR** (5 minutes per speaker)
- VI. **OLD BUSINESS**
  - District 9 conference: We have open spots still if anyone wants to go.
  - Carl R. Ice College of Engineering Underclassman of the Year Award:
    - Votes: Sophia Fenton = 3, Karsyn Fuchs = 5, Steven Warne = 1. Karsyn wins. The award will be presented at Steel Ring's Leadership Banquet. A notable part of Karsyn's submission was recognition of failure while president of a high school organization and realization of a growth opportunity. Sophia received votes based on her academic distinguishment, including high school valedictorian.
  - Discussion / action on charter refurbishment: Mark Stevenson the Paper Fixer won't be able to work on the charter until mid-March and we will aim to give him the charter before then. \$350 is needed to restore both charter certificates. B. Imig for the Chapter to pay Mark Stevenson \$350 for the restoration of its two charter certificates, and for President Divilbiss to transfer the certificates into Stevenson's custody before spring break, B. Rogers seconded. Motion passed unanimously with D. Rizzo abstaining.
  - Open House display request: Advisor Snider reports that the map of open house is in development. We will request that we are either by our Bent or the Sigma Tau Pyramid. Bent shaped fidget spinners are being considered as handouts for the children that attend. B. Imig and A. Wolf are responsible for the cornhole boards and other displays. B. Thimmesch will submit the application for a display to Steel Ring.
  - Officer activity logs & responsibilities spreadsheet: Officers reminded to fill these out for future reference.
- VII. **NEW BUSINESS**
  - Analysis / reorganization of Kansas Gamma leadership: The following topics were covered.
    - Thought experiment: Why does this chapter exist?
    - Objective behavioral analyses
    - Problems with communication, attendance, and involvement
    - Solution may be to enhance what is occurring naturally
    - Two-tiered system, inherent leadership / accountability, specialized appointees

- Purpose: Kansas Gamma's mission
- A new system was proposed in which there would be two tiers of officers. Upper tier officers would hold elected terms. Lower tier officers would be appointed indefinitely and focus on specific tasks. Only upper tier officers would be required to attend meetings and vote on regular business. Suggestions to include some sort of check & balance system were made. We realized that one person could hold multiple titles in the different committees. We agreed that the purpose of KS-G is to improve the experience for all CoE students. President Divilbiss will write up a formal proposal to be acted on at the next regular meeting.
- Discussion on modifications to Policy on Points System, Membership Status, and Regalia
  - Add signature socials to initiation ceremonies category and rename the category to "Initiation Ceremonies and Signature Socials"
  - Modify the Administration section: President and advisors to have teacher roles; elected officers to have TA roles; faculty to have observer roles; others to have student roles.
  - President Divilbiss will write proposed policy amendments to be voted upon at the next regular meeting.
- Discussion / action on Pi Day event: A consensus was reached to host Pi Day Across the USA for which the chapter will furnish free Pi Day shirts to members who take a selfie with a Bent on or before March 14<sup>th</sup>. Members will send these photos to President Divilbiss by Pi Day and the photos will be featured on Kansas Gamma's Instagram account. D. Rizzo moved for the Chapter to purchase 10 Pi Day shirts from the Tau Beta Pi online store. E. Pine seconded and the motion passed unanimously. 3/14
- Bent Decoration #2: No discussion or new ideas brought forth. 3/3

#### **VIII. COMMUNICATIONS**

- Advisor Fitzsimmons now aware of advisor reports, will follow up → excellence award
- ESC: President Woodsmall to have ESC repost flyers for the formal
- Bent-O-Rama: Paul Kimpull is waiting to hear from Exec. Dir. Gomulinski

#### **IX. TBP FUNDAMENTAL PRINCIPLES – Read by B. Thimmesch**

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - using their knowledge and skill for the enhancement of human welfare;
  - being honest and impartial, and serving with fidelity the public, their employers and clients;
  - striving to increase the competence and prestige of the engineering profession; and
  - supporting the professional and technical societies of their disciplines.

#### **X. ADJOURNMENT @ 17:05. B. Rogers moved to adjourn, B. Thimmesch seconded. Motion passed unanimously.**



## AGENDA

**I. CALL TO ORDER / ROLL CALL @ 16:00**

**II. AGENDA APPROVAL – M. Velasquez motioned 1<sup>st</sup>, B. Imig seconded, motion approved unanimously.**

**III. MINUTES APPROVAL – M. Velasquez motioned 1<sup>st</sup>, C. Johnson seconded, motion approved unanimously.**

**IV. REPORTS (2 minutes per speaker)**

- Awards: It appears through Canvas that there are 5 people working on posters now. A crystal award will be ordered for UCoY.
- Events: Joseph P. Blackford will be our facilitator this semester, with P. Snider being a co-facilitator. We await discussion from Blackford on what modules to choose. Professor Wanklyn will be approached about the extra credit situation for our session. KDoT is now aware of our scheduled date for our next Highway-Clean-Up event. D. Rizzo will gather supplies and documents during the week we return from spring break. The Bent decoration went swell and we're hearing feedback about the massive pile of balloons, so people are noticing the bent. Iowa State's Pi-Day Marathon (3.14 miles) inspired our proposal to the CoE to do a similar event. H. Bash is looking towards late April, before "dead" week, to host the event and will possibly be collaborating with the Manhattan Running Company. Thought about the winners of the marathon getting to pie professors is being explored.
- Charters: Mark Stevenson picked up our charter certificates yesterday. He plans to have them treated and ready before our initiation. We could then show them off during the banquet.
- D9 Conf: N. Divilbiss, E. Pine, and Rizzo met many new people and caught up with others from our district. They learned more about district and chapter operations. Recent teasing of KU has been inspired by conference
- Formal: We now will have an instructional session from Latin Dance Club.
- History: No news
- Initiation: We had 33 people at the signature social. Many people stuck around all the way through. There was a lot of socializing and candidates met many people and filled out their books.
- Monuments: For now, we only see ourselves cleaning the Sigma Tau pyramid and cleaning up the surrounding landscaping. We await word from KSU staff.
- Open House: We've officially applied for open house. The student organization display will showcase our history. Cornhole has been ordered and we await its arrival. Fidget spinners will be made available for kids.
- Pts. System: Divilbiss had to reiterate to some members that there are not penalties for not being at executive meetings, but rather a missed opportunity to score points. The average grade is now 29.5%.
- Publicity: G. McLeod will be posting a "throwback Thursday" item later tonight. There will be an International Women's Day post tomorrow. ESC has followed through and reposted our pictures on their stories and posted our flyer on their feed.
- Recruiting: All candidates have turned in their dues, signature books, and catalog cards, but about half still need to do a service project, which they will have their chance on March 24<sup>th</sup>. M. VanderLeest is still looking over orientation slides and considering improvements.
- Treasury: A Treasurer's report was sent out. Chassy has recently given us an updated account statement.

**V. DISCUSSION FROM THE FLOOR (5 minutes per speaker)**

**VI. OLD BUSINESS**

- Kansas Gamma's Pi Day Across the USA → GroupMe & Distribution of Pi Day shirts
  - Shirts were handed out. Everyone was checked if they are on the GroupMe group chat. March 14<sup>th</sup>
- Defining our chapter's purpose & mission: Why does this chapter exist?
  - Velasquez wrote three drafts that all have the same tone and keywords. There was much discussion over it. We considered how the word "discipline" might be realized through our actions, but it ended being replaced with dedication. M. Culbertson mentioned that our point system incentivizes discipline. B. Thimmesch suggested that we replace "KSU" with "K-State" to align ourselves with the short-hand reference our university is adopting in response to Kennesaw State University's attempt to trademark "KSU". Other adjustments to key phrases were the modification to include phrases "acts of service" and "by creating connections". We re-ordered the list of mission action items to reflect our priorities, those being in order from greatest to least:

improving the college experience for all students, serving our community, and creating community. McLeod corrected our usage of colons and semi-colons. Snider suggested we become comfortable with the first sentence before we promote the rest of the mission statement. We will wait until next meeting to vote on the mission statement; so that more officers have chance to look it over and others can think it over.

- Analysis / reorganization of Kansas Gamma leadership
  - Proposal: New policy on points system, membership status and regalia
    1. There was discussion over the modification of the assignment group for initiation. Most officers agreed that the category should change to "Initiation Process" and that there should be three assignments which are the signature social, the actual initiation ceremony/ritual, and the initiation banquet. We would have two separate sign-in sheets for the initiation event. The other two topics were not discussed.
  - Proposal: New policy on organizational structure
    1. We had discussion about the proposal for a new org structure. We talked about how the policy should be organized in terms of where to define officer responsibilities vs procedures. There should be separate documents for officer procedures that are detailed. Officer responsibilities should consolidated into one document, with references to the procedure documents.
  - Proposal: New policy on Canvas roles
    1. It was proposed that, on Canvas, we give Advisors, the President, and the Vice-President the roles of Teacher, the other core officers ( Director of Events & Programs, Director of Public Relations, Director of Membership, Treasurer, Recording Secretary, and Corresponding Secretary) a Teacher's Assistant role, and all other members are just Students. Everyone agreed that there should be an overall officer role and responsibility guide, but there should be specific guides for the different functions. (i.e. Engineering Futures guide or Social Media guide).
  - Divilbiss will be writing proposals for all topics for the board to review during our next meetings.
- Officer activity logs & responsibilities spreadsheet

## VII. NEW BUSINESS

- 2024 Engineering Formal March 29<sup>th</sup>
  - The formal committee has created a job list and has thirty-six 30-minute shifts to fill for jobs and duties during the formal dance. A job list will be sent out for officers to consider their availability.
  - A spreadsheet for inviting Tau Beta Pi faculty is has been sitting untouched by the committee since they've been busy with other organization, so the officers were asked to reach out to faculty they might know or be comfortable with approaching and asked to bring a flyer with them. They were referred to an invitation outline document that will help them with their approach. The spreadsheet has been sent out.
  - The formal committee has a lot of wooden and cardboard décor that need to be painted, so Rizzo is organizing an event for members to help. We will gather on the Friday of the week we return from break. There will be frozen popsicles for those that help. More detail to come. March 22<sup>nd</sup>
- Officers to vote on spring 2024 candidates. A Microsoft form will be sent to officers for voting.
- Looking ahead → W10 & W11 executive meetings after spring break March 21<sup>st</sup> & 28<sup>th</sup>
  - Heavy focus on dance, initiation ceremony, & chapter banquet
- There was discussion on the feasibility of a 5:00pm to 6:00pm meeting time, some would have to leave earlier, so everyone settled on a 4:30pm to 5:30pm meeting time, but a When2Meet will be sent out so all officers can give their availability.

## VIII. COMMUNICATIONS

- SGA: Divilbiss & Rizzo elected as CoE senators
- TBP: Divilbiss to submit election report and order certificates March 8<sup>th</sup>
- ESC: President Woodsmall to have ESC repost flyers for the formal
- Bent-O-Rama: Paul Kimpel is still waiting to hear from Exec. Dir. Gomulinski

## IX. TBP FUNDAMENTAL PRINCIPLES – Read by Billy Imig

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - using their knowledge and skill for the enhancement of human welfare;
  - being honest and impartial, and serving with fidelity the public, their employers and clients;
  - striving to increase the competence and prestige of the engineering profession; and



- supporting the professional and technical societies of their disciplines.

**X. ADJOURNMENT @ 17:01**





## AGENDA

- I. **CALL TO ORDER / ROLL CALL (sign attendance sheet)**
- II. **AGENDA APPROVAL – Motion passed unanimously**
- III. **MINUTES APPROVAL - Motion passed unanimously**
- IV. **REPORTS (2 minutes per speaker)**
  - Awards: Bash (*via Divilbiss*) on poster competition, UcoY, Most Outstanding Member
    - No submissions for poster competition yet
    - Ordering award for outstanding member - \$70
  - Events: Rizzo & Johnson on EF, AAH, Bent Deco., Bash (*Divilbiss*) on Pi Mile Run
    - Rizzo waiting on news for EF
    - Pi mile run in planning stage, route was approved, need to schedule
  - Charters: Still in Kansas City – no update
  - Formal: Pine & Rizzo on engineering formal arrangements, etc.
    - Set up Friday maybe Thursday, senior slides due by next Wednesday
  - History: No progress on website; no new discoveries – no update
  - Initiation: Initiation approved by HQ; Parents are completing RSVP
  - Monuments: No news
  - Open House: Wolf & Imig on display progress; Thimmesch on application status; Eckerberg email
    - Figuring out staffing
  - Pts. System: Divilbiss on points system status, average grade, etc.
    - Average grade = 30.13%
  - Publicity: McLeod on recent social media activity, followers, publicity initiatives, etc.
    - New flyer for next week being made
  - Recruiting: Divilbiss on candidacy matrix; VanderLeest on updates to orientation slides.
    - 7 candidates still need to pay dues
  - Treasury: Velasquez on accounts and committee funds, etc.
    - No report this week– technical difficulties
- V. **DISCUSSION FROM THE FLOOR (5 minutes per speaker)**
- VI. **OLD BUSINESS**
  - Defining our chapter's purpose & mission: Why does this chapter exist?
    - Proposal: POLICY ON MISSION & PURPOSE – Policy passed unanimously
  - Analysis / reorganization of Kansas Gamma leadership
    - Proposal: POLICY ON POINTS SYSTEM & REGALIA - Policy passed unanimously
    - Proposal: POLICY ON ORGANIZATIONAL STRUCTURE - Policy passed unanimously
    - Proposal: POLICY ON CANVAS ROLES - Policy passed unanimously
    - Discussion: Future policy on officer responsibilities & changes to Bylaws
    - Reminder: Officer activity logs & responsibilities spreadsheet
  - 2024 Engineering Formal March 29<sup>th</sup>
    - Work schedule and available timeslots – still need slots to be filled
    - Faculty invitations, flyers, word-of-mouth advertising
    - Paint & Popsicle Party – Friday March 22 at 4:30pm March 22<sup>nd</sup>
  - Adopt-A-Highway Cleanup – May be postponed due to weather (was) March 24<sup>th</sup>
- VII. **NEW BUSINESS**
  - Initiation preparations
    - RSVP survey & catering
    - Rewiring table lights, speaking parts and other roles, banquet programs
  - Woodsmall inquiry about points system exceptions - tabelled
  - Williams requesting an exception to the service requirement
- VIII. **COMMUNICATIONS**

- TBP:
- ESC: President Woodsmall to have ESC repost flyers for the formal
- Bent-O-Rama: Paul Kimpel is still waiting to hear from Exec. Dir. Gomulinski

**IX. TBP FUNDAMENTAL PRINCIPLES (Member Imig read them last)**

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - using their knowledge and skill for the enhancement of human welfare;
  - being honest and impartial, and serving with fidelity the public, their employers and clients;
  - striving to increase the competence and prestige of the engineering profession; and
  - supporting the professional and technical societies of their disciplines.

**X. ADJOURNMENT**



## AGENDA

- I. **CALL TO ORDER / ROLL CALL (sign attendance sheet)**
- II. **AGENDA APPROVAL** – Motioned by Dalton, Second by Ben, approved unanimously.
- III. **MINUTES APPROVAL** – Motioned by Ben, Second by Billy, approved unanimously.
- IV. **REPORTS** (2 minutes per speaker)
  - Awards: Bash (via Divilbiss) on poster competition, UcoY, Most Outstanding Member
    - Most Outstanding award is ordered and will be presented at open house banquet on 4/23
  - Events: See old business
  - Charters: Still in Kansas City
  - Formal: Pine & Rizzo on engineering formal arrangements, etc.
  - History: No progress on website; some progress on ST cards
    - 300 ST cards sorted
  - Initiation: See old business
  - Monuments: No news
  - Open House: Wolf & Imig on display progress
    - Corn hole boards are nearly done
  - Pts. System: Divilbiss on points system status, average grade, etc.
  - Publicity: McLeod on recent social media activity, followers, publicity initiatives, etc.
  - Recruiting: Divilbiss on candidacy matrix; VanderLeest on updates to orientation slides.
  - Treasury: Velasquez on accounts and committee funds, etc.
    - DSO: \$6981.63
    - Foundation: \$2811.43
- V. **DISCUSSION FROM THE FLOOR** (5 minutes per speaker)
- VI. **OLD BUSINESS**
  - 2024 Engineering Formal March 29<sup>th</sup>
    - Discussion of final arrangements & game plan
      - 1. Decoration starts at 3pm on Friday, DJ arrives between 4-4:30 pm, tear down Saturday am
  - Adopt-A-Highway Cleanup – make up day April 7<sup>th</sup>
  - Initiation preparations
    - RSVP survey & catering
    - Rewiring table lights, speaking parts and other roles, banquet programs
  - Woodsmall inquiry about points system exceptions
  - Williams requesting an exception to the service requirement
- VII. **NEW BUSINESS**
  - Pi Mile Run – flyers are printed
  - Voting on poster competition submissions – voting via survey – will be sent out
  - Initiation preparations
    - RSVP survey results
    - Rewiring table lights, speaking parts and other roles, banquet programs
      - 1. All speaking roles assigned
    - Selecting a caterer – Dalton tasked with Olive Garden catering arrangements
  - Woodsmall inquiry about points system exceptions
  - Williams requesting an exception to the service requirement
  - Thoughts on officer elections
    - Week after initiation – responsibilities: secretary role subject to change
- VIII. **COMMUNICATIONS**
  - Steel Ring: Henry will present the CoE UCoY award at the banquet
  - Bent-O-Rama: Paul Kimpel is still waiting to hear from Exec. Dir. Gomulinski
- IX. **ADDED**

- Engineering futures (Sat 4/13) – 10:00am-1:00 pm; canvas announcement needed, JP Blackford, 3 modules, SAS room reserved, Food: McCalister's (CoE paying/approved)
- Fill out activity logs- needed by next week

**X. TBP FUNDAMENTAL PRINCIPLES (Events Director Rizzo read them last) – Michael read**

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - using their knowledge and skill for the enhancement of human welfare;
  - being honest and impartial, and serving with fidelity the public, their employers and clients;
  - striving to increase the competence and prestige of the engineering profession; and
  - supporting the professional and technical societies of their disciplines.

**XI. ADJOURNMENT – Motioned by Billy, second by Michael, passed unanimously**



## AGENDA

- I. **CALL TO ORDER / ROLL CALL (sign attendance sheet) – 4:30 PM**
- II. **AGENDA APPROVAL – Michael moved, second by Ben, passed unanimously**
- III. **MINUTES APPROVAL – Brandon moved, Michael second, passed unanimously**
- IV. **REPORTS (2 minutes per speaker)**
  - Awards: Bash working on speech for leadership banquet. Awards being drafted for chapter banquet
    - Henry giving award to underclassman of the year at banquet, certificate given on Tuesday
  - Events: AAH, Bent decoration, Engineering Formal
    - Stipend and waiver submitted to Kdot (I don't know how to spell that)
    - Formal - 69% attendance rate from signed up guests, plan to do another one next year
  - Charters: Back in Manhattan – Revealed soon
  - Initiation: See old business
  - Open House: General opinions of our display
  - Pts. System: Average is 30.04%; 30 inactive (18 @ 0%), 16 active, 6 outstanding; 52 total
  - Publicity: McLeod on recent social media activity, followers, publicity initiatives, etc.
    - Waiting on pictures for engineering formal
    - Collaborated with college of engineering, gotten more views and likes
  - Recruiting: Divilbiss on Koehn's ASCE conflict; VanderLeest on updates to orientation slides.
  - Treasury: Velasquez on accounts and committee funds, etc.
    - \$6,116.63 DSO
    - \$2,026.23 Foundation

\*No reports on monuments, historical research

- 34 registered for engineering futures
- V. **DISCUSSION FROM THE FLOOR (5 minutes per speaker) - None**
- VI. **OLD BUSINESS**
  - Preparing for initiation
    - Speaking roles: (assign: Allison, Megan, Michael)

• Alpha	Presider	- Nick
• Beta	Scholarship	- Allison
• Delta	Character	- Megan
• Zeta	History	- Dalton
• Chi	Objectives	- Michael
• Gamma	Guide	- Henry
    - Non-speaking roles:

• Lambda	Lights	- Grace
• Kappa	Doors	- Brandon
• Mu & Nu	Gamma's asst.	- Ben
• Host	Great People/assign tables	- Billy
  - Rehearsal
    - When to meet sent out tonight, possibly Monday
  - Logistics, catering, dinnerware, drinks, room transition plan
    - Giving certificates during banquet not during ceremony, try to end ceremony earlier and keep people outside until 7:30 so we can switch room
    - Olive Garden (whoop whoop) workers will do food service, showing up at 6:45 pm
      - a. Real plates and silverware
    - Keeping attendance down to only RSVPs
    - Water and Pepsi products during event
    - Fill out our attendance sheet post event
  - Programming, State of the Chapter topics

- 1.5 hours if content is interesting – start keynote speaker at 7:45 pm after people get food, awards after
  - a. Chapter topics: new mission/goals, social media, restructuring of leadership/new policies, officer elections, pi day across the USA, charters, short history lesson, bent-o-rama, pi mile run, formal, nationals (Oct 23-26), short trivia game at the end
  - b. Open mic time

#### **VII. NEW BUSINESS**

- Pi Mile Run postponed until fall – Grace email to get event off calendar
- Gradebook deadline for award selection – Allison get attendance sheets in by Sunday
- No progress on new policies – Nick will have them by summer
- Discussion about officer elections
  - Nominations open April 17, elections open on April 22
  - Voting on Canvas, will maybe have an in-person part as well
  - Nick will set up elections page and keep it updated
  - People running will submit a photo and about them for voters

April 15<sup>th</sup>

#### **VIII. COMMUNICATIONS**

- Steel Ring: Payton Lee working with Bash on UCoY arrangements
- Bent-O-Rama: Sweet, sweet victory: Divilbiss is now a site administrator

#### **IX. TBP FUNDAMENTAL PRINCIPLES (Treasurer Velasquez read them last) - Read by Rizzo**

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - using their knowledge and skill for the enhancement of human welfare;
  - being honest and impartial, and serving with fidelity the public, their employers and clients;
  - striving to increase the competence and prestige of the engineering profession; and
  - supporting the professional and technical societies of their disciplines.

#### **X. ADJOURNMENT – Brandon moved to adjourn the meeting, Michael seconded, passed unanimously**



### AGENDA

- I. **CALL TO ORDER / ROLL CALL (sign attendance sheet) – 2:00pm**
- II. **AGENDA APPROVAL – Michael moved, Dalton seconded passed unanimously**
- III. **MINUTES APPROVAL – Dalton moved, Michael seconded, passed unanimously**
- IV. **REPORTS (2 minutes per speaker)**
  - Velasquez: Accounts and committee funds, etc.  
DSO account: \$6,541  
Foundation account: \$142  
Committee funds – dance committee cost is near finalized, initiation committee about \$2000 over largely due to 50-year celebration
- V. **DISCUSSION FROM THE FLOOR (5 minutes per speaker) – no discussion**
- VI. **OLD BUSINESS**
  - Initiation & Chapter Banquet
    - Thank you cards for Snyder and Carl R. Ice – will be left in Leadership Room (DUF 1108) to be signed over the next week
- VII. **NEW BUSINESS**
  - Reflecting on the last 12 months –  
Michael - improving on involvement in community; going forward, we should utilize our large student body to help with tasks (for dance etc), continue to change culture of involvement  
Henry – Focus on recruitment, make TBP appealing  
Paul – Noticeable difference between last year and this year, dance was huge success, initiation ceremony was great, recruitment – numbers or quality? Try to find the right balance  
Dalton – Wabash Alley socials failed, fewer high-quality events is better, people want meaning behind events  
Jordan – Dance was good for PR, going forward, merch and newsletter for more PR  
Austin – How can we get current TBP members to talk to friends about TBP? Need more awareness of who is in TBP to get people interested  
Zach – More prominence in College of Engineering is good, drew to TBP by history and prestige behind the organization, moving forward, aim to make TBP different from other 'honors organizations'
  - Wrapping up the year with many reports
    - Project reports, financial reports, chapter survey – Several project reports that have to be finished
    - Convention credentials, officer election report + signatures, advisor evaluations – Convention credentials submitted, election report and signatures submitted, advisor evaluations submitted
  - Transition time
    - Officer activity logs will be required moving forward, officer reports  
Secretarial – meeting minutes, distributing info to chapter, administering Canvas points system  
PR – manage social media, make flyers  
VP – should have more concrete responsibilities, maybe taking over awards program (if so, remove awards program position)
    - Current officers: What did you do?
    - Show new officers around Canvas and Teams
    - New officers: What are your plans and next steps? - postponed
      - Clint: Let's get you access to the Google Drive
  - End of year social posts
    - Officers – **Headshots**, hometowns, majors to Jordan
    - Photos of all award winners
    - Group photo of new officers

- Group photo of graduates wearing regalia
- Summer projects
  - Officers – occasional Zoom meetings over summer
  - Prepare bylaw amendments & pass policies (are the current ones helpful? – current ones are beneficial for new officers) – Remove the two-secretary bylaws, replace with single secretary; potentially add clauses about membership and regalia points system; define executive board vs advisory board; potential committee for writing policy over the summer
  - Process historical records & publish the website (at least partially) – website will be used for information that will never change (award winners, chapter history, mission, etc), Google Website will be easier to use and fully under our control, need to research history to collect more information
  - P&E Committee
    - Necessity: Coordinate with ESC (Keith) and reserve ballroom space immediately
    - Necessity: Work with Bash to select a date for Pi Mile Run
  - M&R Committee
    - Building community within the chapter, reaching out to faculty, alumni, current members – Find out which members would be interested in joining the committee; we have large eligibility list for potential new members, reach out to people on that list individually over the summer; remind members about benefits (like scholarships), maybe assign a 'benefits officer' to keep track of benefits and publicize them
  - PR Committee
    - Reach out to Grace, Facebook, newsletter ideas, skits/video ads, merch – Facebook needed to connect with alumni; ask Grace if she wants to continue as social media manager
- Next year
  - National Convention in Rapid City: October 24<sup>th</sup> – 26<sup>th</sup>: We need to fill a suburban – Need to find out who wants to go, need to solidify funding
  - 2023-24 = Preparation → 2024-25 = Refinement & Transcendence – Past year was setting groundwork for this year; this year, we will solidify what worked and didn't work, and how each position in TBP should work, so that the chapter may stay strong and continue to improve going forwards; we have improved this last year, but we will continue to grow and improve even further this year
  - Make it or break it: We must fix our recruitment woes. – We have a large portion of the chapter graduating, we have had bad recruitment semesters, we need to grow these numbers to continue to have an impact

#### VIII. COMMUNICATIONS – no discussion

- CSI: Org registration forms submitted; Andy filling out advisor checklist
- Steel Ring: Next administration advised to communicate dates ahead of time

#### IX. TBP FUNDAMENTAL PRINCIPLES (Director Rizzo read them last) - Read by Zach

- Engineers uphold and advance the integrity, honor, and dignity of the engineering profession by:
  - using their knowledge and skill for the enhancement of human welfare;
  - being honest and impartial, and serving with fidelity the public, their employers and clients;
  - striving to increase the competence and prestige of the engineering profession; and
  - supporting the professional and technical societies of their disciplines.

#### X. ADJOURNMENT - Motion to adjourn by Michael, Dalton seconds, unanimously approved